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DO #126 - Region IX, Superfund Records Management Support

MONTHLY REPORT
September 1997

Contract:
#68-W5-0024

Delivery
Order #126

Sponsoring Office: Superfund Records Management Support, Region 9 Cost Recovery Activities
Project Officer: Darlene Watson
DOPO: Sharon Johnson
DOM: OPEN

I. Outline of Project/Significant Accomplishments/Future Activities

Task 1 Project Plan Development

- 1.1 Initial Project Plan Development
- 1.2 Revision to an Accepted Project Plan

Task 2 Program Management

- 2.1 Manage the Delivery Order

Future Activities

The fourth quarter Product Assurance Plan and Deliverables Close-Out Report will be completed.

- 2.2 Close-out of the Delivery Order

Task 3 Financial Documentation/Cost Recovery Packaging

At the direction of the DOPO, staff added replacement summaries and additional backup documents to the Brown & Bryant (SSID H2) cost package. A copy of those additional documents was made for DOJ.

Cost Recovery staff completed indexing, photocopying, redacting, and filing of the following documents: an Apache Powder (SSID 48) cost package, a Baldwin Park (SSID M5) cost package, a Del Norte (SSID 33) cost package, 3 OII (SSIDs 2S, 2T, 8F) cost summaries, and 5 Tucson International Airport (SSIDs 09, 1C, 8U, L8, L9) cost summaries.

A total of 8 lft. of documents were added to Cost Recovery cost package files. A total of 25 records were added to the ImageTrax database, and 2 cost packages are in process or await Agency review.

Future Activities

Staff will respond to all Agency requests for cost recovery and contract documentation with same-day service. The Monthly Report of Confidential Business Information Disclosures will be completed. The DOM will meet with the DOPO and Agency personnel throughout the month for effective management of the delivery order.

Task 8 Attend National Meetings

No significant activity.

Task 9 Monthly Reports

Cost package indexes sorted by CERCLIS and Financial System Site Names for the month of August were completed and submitted to the DOPO and authorized users on September 2. An updated On-Site Box Storage Report for all contract files was forwarded to the DOPO and Cost Recovery staff on September 2.

On September 4, the Monthly Report for August was completed and transferred to the Records Center on-line application *Express Link*.

Future Activities

At the end of the month, staff will produce the cost recovery indexes and contract file storage reports for delivery to authorized persons. The DOM will complete work on the Monthly Report and respond to all Technical Directions as required.

Task 10 Site-Specific Invoicing

The site-specific detail attachment for the August invoice was forwarded to the DOPO on September 29.

Future Activities

The DOM will verify and reconcile staff site-specific labor charges for submission of detail attachments to the DOPO.

Task 11 Property Inventory

No significant activity.

II. Actual Hours Expended

Task 2

DOM (RIM IV)

Task 3

RMS III	17
RMS III	4
RIM III	99

Task 4

	RMS III	4
Task 5		
	RMS III	37
	RMS III	51.5
	RIM III	21
Task 6		
	DOM (RIM IV)	
Task 7		
	RMS III	82
	RMS III	52
	RIM III	24
Task 9		
	RMS III	1
	RMS III	1
	RIM III	8
Task 10		
	DOM (RIM IV)	

III. Difficulties Encountered

Task 5

Difficulty - Due to concerns regarding potential for a backlog of work-performed compilations due to end of fiscal year demands, and lack of a DOM; the DOPO and PO determined, after also conferring with the *ads* Program Manager, that hiring a temporary clerical support person seemed prudent and necessary. This would mitigate backlog concerns while recruitment for a new RIM IV/DOM continues.

Remedial Action Taken or to be Taken - A temporary RIM III, Ms. Ruth Jones, joined the delivery order on September 3 to assist with routine cost package updates, summaries and copying. This freed-up more time for the RMS III's to do work-performed compilations.

IV. Personnel

The recruitment process for a new RIM IV/DOM continued during August. Additional advertisements were placed in newspapers and national joblines, and interviews were conducted. Mr. Richard Thomas, DOM and Manager of the Region 7 RCRA Records Center was interviewed during a visit to San Francisco on August 29. Mr. Thomas was later offered and accepted the position, and will report to work on the delivery order on October 1.

As indicated in Section III above, a temporary Records/Information Manager III was hired effective September 3 to assist with cost package processing duties until September 30.

RMS III, Edward Pocengal, submitted his resignation in September; his last day of work on the delivery order was September 19. Recruitment is underway, and interviews are scheduled for the first week of October when the new DOM reports for duty.

Future Activities

Staff will continue processing requirements for the National Semiconductor, El Monte, and San Gabriel Valley cost packages.

Task 4 Contracts, Grants and Interagency Agreements/Potential Cost Recovery Document Collection (PCRDC)

EPA Contracts Assistant Project Officer Lily Chu forwarded 8 lft. of ARCS contract documents. They were added to on-site storage.

Rachel Loftin of the EPA States Planning and Assessment Office forwarded copies of the latest MSCA progress reports. They were added to on-site storage.

ESAT RPO Rose Fong forwarded copies of Work Assignment Forms and TDF's for the latest ESAT contract. They were added to on-site storage.

1 linear inch of site-specific contract management documents were forwarded to the Cost Recovery Department for site file indexing.

The ImageTrax Checkwork Reports were printed for use in quality assurance review of staff indexing.

Future Activities

Staff will proceed with indexing and filing of all non-site-specific contract documents submitted to the Records Center during the month.

Task 5 Compile Work Performed Documentation Packages

Staff finished compilations for Brown & Bryant, and Motorola 52nd Street sites.

Future Activities

Staff will finish compilations of work-performed documentation for Apache Powder, Casmalia Resources, Omega Recovery Service, Sola Optical, Southwest Forest Products, and Sparks Solvent/Fuel sites.

Task 6 Responding to Freedom of Information Act (FOIA) Requests

No significant activity.

Task 7 Manage the Day-to-Day Operations of the Cost Recovery Delivery Order in the Superfund Records Center

Staff received 30 requests for documentation. The monthly report of Confidential Business Information Disclosures for August was reviewed for completeness and forwarded to Environmental Scientist Lois Green on September 2.

Staff did a quality assurance shelf-read of 400 lft of cost package document storage.

V. Summary of Technical Directions

On 9/11, the DOPO directed new procedures for processing of the Program copy of cost packages. In the future, *ads* staff will make the copy, and then notify the DOPO that the package is ready for EPA review. EPA Cost Recovery staff will do redactions for privacy and correspondence, and then return the package to the Records Center for processing of the Enforcement Final copy.

Also on 9/11, the DOPO directed that *ads* could begin work on a merged cost package for Brown & Bryant. The DOPO directed that the added pages should be Bates-stamped and copied. The copies will be given to DOJ for addition to their copy of the cost package.

Also on 9/11, the DOPO directed that 2 additional EPA Cost Accounting team members be added to the list maintained by *ads* staff of EPA personnel with access to cost packages.

On 9/9, the ADOPO clarified instructions for work-performed compilations for Southwest Forest Products, Omega, Sparks, and Sola Optical sites. The ADOPO is also assisting *ads* staff in locating contract documents for those compilations.

On 9/26, the DOPO extended the due date for the work-performed compilation for Casmalia Resources, because documents still need to be gathered from EPA staff. This task is on hold, pending further instruction.

VI. Comparison of Work Accomplished to the Statement of Work in the Delivery Order

Statement of Work/Work Accomplished

Task 1. Project Plan Development

Completed 11/15/96.

Task 2. Program Management

Quarterly Quality Review Forms for all staff completed 9/19/97.

Quarterly review of Delivery Order deliverables completed 7/97.

Product Assurance Plan completed and forwarded to *ads* Program Management 7/25/97.

Task 5. Compile Work Performed Documentation Packages

Draft document itemizing activities described in the Baldwin Park Operable Unit work-performed documentation package forwarded to the DOPO 5/8/97.

Task 7. Manage Day-to-Day Operations

Monthly Report of Confidential Business Information Disclosures completed 7/2/97, 8/1/97, 9/2/97.

Task 8. Attend National Meetings

Summary of the Superfund Financial Management Training Conference completed 4/18/97.

Task 9. Monthly Reports

Indexes and Contract Report completed 7/2/97, 8/6/97, 9/2/97.

DOPO Narrative Monthly Activity Reports completed and transferred on-line 9/4/97.

Task 10. Site-Specific Invoicing

Site-specific attachments for the period 8/1 - 8/31/97 delivered to the DOPO, 8/29/97.

Task 11. Property Inventory

Property Inventory updated, 4/97.